

January 1, 2017

Sunday

All Day

New Year's Day -- United States Federal Holiday

January 2, 2017

Monday

All Day

Holiday

January 3, 2017

Tuesday

10:00 AM - 11:00 AM

EPA Information Board of Directors (IBOD) Meeting -- WJC-N 3412

Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6)(b) (6)

SCT: Denise Anderson, (b) (6)

Call In # (b) (6) / Code (b) (6)

Purpose: For the IBOD, the new Agency-level governing body for IT decisions, to review, comment and obtain final approval of the newly developed, agency-wide EPA IT/IM Strategic Plan created by the CIO Strategic Advisory Committee (SAC) and to follow up on eDiscovery funding approach discussed at October IBOD meeting.

Role of the Deputy Administrator: Learn about the first ever, agency-wide EPA IT/IM Strategic Plan created by the CIO Strategic Advisory Committee (SAC), discuss with other IBOD members, provide comment and give final approval of the newly developed plan and approve eDiscovery funding approach.

Background: **EPA IT/IM Governance Structure**

- **Overview:** The new governance structure, simplifies and streamlines prior Agency IT/IM governance processes by consolidating existing governance bodies and authorities into two groups: the CIO Strategic Advisory Committee (CIO SAC)\Working Capital Fund (WCF) Board and the Information Board of Directors (IBOD).
- **CIO Strategic Advisory Committee (SAC)\WCF Board:** The CIO SAC, comprised of SIOs from each of the regions and program offices and chaired by the Deputy CIO, is intended to provide strategic recommendations to the CIO on issues of enterprise importance. As part of this charge, the CIO SAC has been working to develop a cross-cutting, agency-wide EPA IT/IM Strategic Plan. The SIOs, chaired by Howard Osborne, meet as the WCF Board to provide policy, planning, and operations oversight to the Fund in alignment

with the IT/IM Strategic Plan.

- **Information Board of Directors (IBOD):** The IBOD serves as the final arbitrator and decision-maker for strategic IT/IM decisions. Chaired by the Deputy Administrator, the IBOD's membership also includes the Chief Information Officer, the Chief Financial Officer, the Assistant Administrator for the Office of Administration and Resource Management (OARM) and the Regional Administrator for the lead Region for IT. The IBOD approves the EPA IT/IM Strategic plan, provides feedback and input to the CIO SAC's strategic planning activities and resolves issues elevated by the CIO.

EPA Staff (Required):

- Ann Dunkin, EPA CIO
- Steve Fine, OEI PDAA
- Donna Vizian, Acting OARM AA
- David Bloom, Acting OCFO AA
- Howard Osborne OCFO
- Ron Curry, Region 6 RA
- Jeff Wells
- Mary Curtis
- Sam Coleman
- James McDonald
- Kevin Minoli

11:50 AM - 12:20 PM

Depart from EPA

12:00 PM - 1:30 PM

(b) (6)

1:30 PM - 2:00 PM

Return to EPA

January 3, 2017 Continued

Tuesday

3:00 PM - 3:30 PM

General Discussion with Mike -- WJC-N 3412

January 4, 2017

Wednesday

7:00 AM - 8:00 AM

(b) (6)

9:45 AM - 10:15 AM

Discussion: Award Ceremony -- WJC-N 3412

12:00 PM - 1:00 PM

One EPA Brownbag Lunch -- WJC-N 3412

1:00 PM - 1:45 PM

SES Performance Review Process -- WJC-N 3412

Sct: Tamika (b) (6)

Attendees are: Donna Vizian, John Showman, and Karen Higginbotham

1:45 PM - 2:00 PM

General with Donna Vizian -- WJC-N 3412

Re: SES Performance

2:00 PM - 2:45 PM

Monthly Cyber Security Meeting -- WJC North 3412 [Call In # (b) (6) / Code (b) (6)]

2:45 PM - 3:00 PM

General with Steven Williams -- WJC-N 3412

4:30 PM - 5:00 PM

Deputies Committee Meeting -- WJC-N 3412

January 5, 2017

Thursday

9:30 AM - 10:00 AM

General Discussion -- WJC-N 3412

Staff:

Jayne Michaud

10:00 AM - 12:00 PM

HOLD: AO Awards Ceremony

12:30 PM - 1:00 PM

General with Lena Ferris -- WJC-N 3412

SCt: Denise Anderson, (b) (6)

Re: Records

1:00 PM - 2:00 PM

Pre-brief for Acting Deputy Administrator for President's Management Council (PMC) Meeting -- WJC-N 3412

SCt: Denise Anderson, (b) (6)

Ct: Sheila Benson, (b) (6) or Rita Wilson, (b) (6)

January 5, 2017 Continued

Thursday

Staff:

EPA Staff (Required):

David Bloom and Howard Osborne (OCFO)

John Showman and Donna Vizian (OARM)

Ann Dunkin, Steve Fine (OEI)

Shannon Kenny (OP)

David Widawsky

Jay Benforado

EPA Staff (Optional):

Diane Kelty (OCFO)

Beth Means (OARM)

Lisa Jones-Para and Megan Grogard (OEI)

Laura Gentile (OP)

2:00 PM - 6:00 PM

(b) (6)

3:30 PM - 3:45 PM

Depart en route to EEOB

3:45 PM - 5:00 PM

(b) (6)

5:00 PM - 5:30 PM

Depart en route to WJC-N

January 6, 2017

Friday

8:45 AM - 9:00 AM

Depart en route to EEOB

9:00 AM - 10:00 AM

Tech Briefing with PETT --- WAVES COMPLETED -- EEOB 248

10:00 AM - 10:15 AM

Depart en route to WJC-N

January 6, 2017 Continued

Friday

12:30 PM - 1:15 PM

Meeting Re: Flint Weekly Recap -- Administrator's Office

*****Please DO NOT forward this calendar invitation. You may "Accept" or "Decline" the invitation but DO NOT respond with questions or concerns. If you do have any questions or concerns about this invitation please contact the Scheduling Office at (b) (6) . *****

SCt: Liel Azoolin

Staff:

Deputy Meiburg, Matt Fritz, Lou Pieh (OA)

Frank Benenati, Nancy Grantham (OPA)

Nichole Distefano, Mark Rupp (OCIR)

Bob Kaplan, Mark Durno (R5)

Tom Burke (ORD)

Joel Beauvais, Peter Grevatt (OW)

Nitin Natarajan (OLEM)

Cynthia Giles (OECA)

Micah Ragland, Melissa Vargas (OPE)

Video Conference Line:

R5 RA's Small Conference Room

Conference Line: (b) (6) / Access Code: (b) (6)

1:45 PM - 2:00 PM

Depart en route to EEOB

2:00 PM - 3:30 PM

PMC Meeting -- EEOB 474 Indian Treaty Room

When: Occurs every month on the first Friday of the month from 10:00 AM to 12:00 PM effective 2/5/2016 until 1/6/2017. (UTC-05:00) Eastern Time (US & Canada)
Where: TBD

~~*~*~*~*~*~*~*~*

All-

Here is a recurring hold for the PMC meetings for the rest of 2016. I will update the invites with

January 6, 2017 Continued

Friday

clearance links and room information prior to each meeting.

For questions and concerns, please contact Angeli Patel at (b) (6) or

(b) (6)

Thanks,

Angeli

3:30 PM - 5:00 PM

Reception for Obama Administration President's Management Council -- Indian Treaty Room, Room 474 EEOB

January 9, 2017

Monday

11:00 AM - 11:30 AM

Follow-up re: WEITS -- WJC-N 3412 (Call In # (b) (6) / Code (b) (6)

Sct: Tamika (b) (6)

Attendees: Cynthia Giles, Shari Wilson, Robert Tomiak, Mathy Stanislaus, Barry Breen

1:00 PM - 2:00 PM

Senior Staff -- Alm Conference Room

******Please DO NOT forward this calendar invitation. If you have any questions about this invitation please contact the Scheduling Office at (b) (6)** . ****

Conference Line: (b) (6)

Conference Code: (b) (6)

2:00 PM - 4:00 PM

(b) (6)

January 10, 2017

Tuesday

10:00 AM - 10:30 AM

EPA Information Board of Directors (IBOD) Meeting -- WJC-N 3412

Call In # (b) (6) / Code (b) (6)

Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6)(b) (6)

Purpose: There are two outstanding items that need to be discussed by the

IBOD related to IT funding:

- eDiscovery funding decision; and
- Cyber funding discussion

Role of the Deputy Administrator: Make final decision on eDiscovery funding (and cyber funding if applicable)

Background: The IBOD is the new Agency-level governing body for IT decisions. The last meeting took place on January 3rd and an additional meeting is required to make final decisions.

Date for meeting: If possible the week of January 9th but no later than January 17th.

Is the meeting urgent? Needs to take place before the end of the current administration.

Requested Time Length: 30 minutes

EPA Staff (Required):

- Ann Dunkin, EPA CIO (required)
- David Bloom, Acting OCFO AA (required)
- Steve Fine (highly desirable)
- Howard Osborne (highly desirable)
- Carol Terris (highly desirable)
- Donna Vizian (optional)
- Ron Curry (optional)

11:00 AM - 11:30 AM

Prep for NSC Principal Level Exercise on Fri 1/13 -- WJC-N 3412

SCt: Denise Anderson, (b) (6)

Staff:

January 10, 2017 Continued

Tuesday

Mike Flynn

Matt Fritz

John Reeder

Reggie Cheatham

Laura Casillas

David Kling

Mathy Stanislaus

Barry Breen

Nitin Natarajan

Becki Clark

Mario Caraballo

12:30 PM - 2:00 PM

January EELC Call -- Teleconference

Sct: Tamika (b) (6)

Logistics:

Call-in: (b) (6)(b) (6)

Passcode: (b) (6)

Kristen Durance

Ross Strategic | 1218 3rd Ave, Suite 1207, Seattle WA 98101

Phone: (b) (6)

(b) (6) | <http://www.rossstrategic.com>

January 10, 2017 Continued

Tuesday

12:30 PM - 2:00 PM

January EELC Call -- Teleconference

Hi everyone,

Apologies for the bouncing meeting but it looks like this may work as a better option for the EELC meeting in January.

Denise, I think this is firm enough that it is ok to send an announcement to the full EELC.

Logistics:

Call-in: (b) (6) (b) (6)

Passcode (b) (6)

Thanks for your help and particularly to Connie, Denise, and Tamika as we try to coordinate calendars.

K

Kristen Durance

Ross Strategic | 1218 3rd Ave, Suite 1207, Seattle WA 98101

Phone: (b) (6)

(b) (6) | <http://www.rossstrategic.com>

12:30 PM - 1:30 PM

Filing for Unemployment with the DC Employment Rapid Response Team -- Alm Room

A team from the [D.C. Department of Employment Services](#) office will be here to speak to us about filing for unemployment through the District and answer any questions you may have. Feel free to join us.

For those calling in remotely:

Number: (b) (6)

Code: (b) (6)

2:00 PM - 4:00 PM

(b) (6)

4:00 PM - 5:00 PM

(b) (6)

January 11, 2017

Wednesday

9:00 AM - 11:00 AM

(b) (6)

January 11, 2017 Continued

Wednesday

10:00 AM - 11:00 AM

INVITATION: OPM Led - Agency Wide Phone Call on Transition Issues -- Conference Call: (b) (6)

Participant: (b) (6)

Dear Colleagues,

The U.S. Office of Personnel Management (OPM) invites you to join an informational conference call regarding three recently released memos/guidance that are of interest to you and your workforce:

1. **Pay and Benefits for Noncareer Appointees Who Resign on Inauguration Day** [\[link\]](#)
2. **Temporary Transition Schedule C Authority and Temporary Transition Senior Executive Service Appointing Authorities** [\[link\]](#)
3. **Pay Freeze for Certain Senior Political Officials** [to be released Tuesday, January 10, 2017]

To support agencies' transition needs, OPM has issued these documents as reminders of policies on pay, leave, and temporary appointments. These items will all be made available at www.chcoc.gov.

In support of the released memos/guidance, we ask you to:

1. **Join us for an informational call:**

- **Date:** Wednesday, January 11, 2017
- **Time:** 10:00 am - 11:00 am
- **Purpose:** Brenda Roberts (Deputy Associate Director for Pay and Leave), Steve Shih (Deputy Associate Director for Senior Executive Services and Performance Management), and I will provide an overview of the materials and field questions.
- **Dial-in:** A limited number of call lines will be available. We ask that you please dial in as an agency team from one line to the extent possible. Call-in number: (b) (6) participant passcode: (b) (6)

2. **Email any questions or requests for additional information to:** (b) (6) for pay and leave inquiries and (b) (6) for matters pertaining to temporary appointments.

I look forward to speaking with you this Wednesday.

Thanks,

Beth

Beth Cobert

Acting Director

U.S. Office of Personnel Management

11:00 AM - 11:30 AM

General with Jared Hautamaki -- WJC-N 3412

11:30 AM - 12:00 PM

General with Mike Shapiro -- WJC-n 3412

Re: Cargill

1:30 PM - 2:15 PM

Meeting with Elon University Students -- Alm Conference Room

3:00 PM - 4:30 PM

(b) (6)

January 12, 2017

Thursday

9:30 AM - 11:30 AM

(b) (6)



10:00 AM - 10:30 AM

HOLD: New SES Members -- Alm conference room

Ct: Reggie Allen

Deliver leadership message

1:30 PM - 2:00 PM

Office of Small and Disadvantaged Business Utilization (OSDBU) Open House -- 6440 WJC-N

Contact: Joan B Rogers, (b) (6)

2:00 PM - 4:00 PM

(b) (6)



4:00 PM - 6:00 PM

(b) (6)



January 12, 2017 Continued

Thursday

(b) (6)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(b) (6)

January 13, 2017

Friday

9:00 AM - 9:45 AM

Preview of EPA Exhibit -- WJC-N 3412

10:00 AM - 10:45 AM

Meeting Re: Flint Weekly Recap -- Alm Conference Room

****Please DO NOT forward this calendar invitation. You may "Accept" or "Decline" the invitation but DO NOT respond with questions or concerns. If you do have any questions or concerns about this invitation please contact the Scheduling Office at (b) (6) . ****

SCt: Liel Azoolin

Staff:

Deputy Meiburg, Matt Fritz, Lou Pieh (OA)

Frank Benenati, Nancy Grantham (OPA)

January 13, 2017 Continued

Friday

Nichole Distefano, Mark Rupp (OCIR)

Bob Kaplan, Mark Durno (R5)

Tom Burke (ORD)

Joel Beauvais, Peter Grevatt (OW)

Nitin Natarajan (OLEM)

Cynthia Giles (OECA)

Micah Ragland, Melissa Vargas (OPE)

Video Conference Line:

R5 RA's Small Conference Room

Conference Line: (b) (6) / Access Code: (b) (6)

10:45 AM - 12:00 PM

E&E Interview
Kristien Knapp

12:15 PM - 12:30 PM

Depart en route to EEOB

12:30 PM - 3:30 PM

NSC Principal Level Exercise -- EEOB 350

2:00 PM - 3:00 PM

EEEC Teleconference (every 4 weeks) -- (b) (6)(b) (6) (b) (6)

Hi all,

The E-Enterprise Executive Committee (EEEC) will continue to meet every four weeks through 2017. Please let me know if you have any questions about these calls or need to add staff to the invite.

Logistics:

Call-in: (b) (6)(b) (6)

Passcode: (b) (6)

Thanks and Happy New Year!

K

Kristen Durance

Ross Strategic | 1218 3rd Ave, Suite 1207, Seattle WA 98101

Phone: (b) (6)

(b) (6) | <http://www.rossstrategic.com>

3:30 PM - 3:45 PM

Depart en route to WJC-N

January 16, 2017

Monday

All Day

Martin Luther King Day -- United States Federal Holiday

January 17, 2017

Tuesday

9:30 AM - 10:00 AM

General Discussion: Conference spend request -- WJC-N 3412

10:00 AM - 10:30 AM

Discussion: Wake Event and New details -- Teleconference
Jon Clift

Please call our office (b) (6)

We will connect your teleconference at this time

11:30 AM - 12:15 PM

General Discussion -- WJC-N 3412

2:00 PM - 3:00 PM

Opening House for EPA Museum Exhibit -- Ronald Reagan Building and International Trade Center, Room M112
- Mezzanine Level

3:00 PM - 4:00 PM

MLK Town Hall -- Green Room

5:30 PM - 7:30 PM

(b) (6)

11:00 PM - 12:00 AM

(b) (6)

January 17, 2017 Continued

Tuesday

All Hands event

January 18, 2017

Wednesday

12:00 AM - 1:00 AM

(b) (6)

9:00 AM - 9:30 AM

General with Andrew Sawyers -- WJC-N 3412

12:00 PM - 1:00 PM

One EPA Brownbag Lunch -- WJC-N 3412

2:00 PM - 2:45 PM

IBOD/Budget Follow-up Meeting -- WJC-N 3412 (Call In # (b) (6) / Code (b) (6)
Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6) (6)

SCt: Denise Anderson, (b) (6)

Call In # (b) (6) / Code (b) (6)

Purpose: To hold additional discussions as agreed during the IBOD meeting held on January 10, 2017. The specific topics are:

- eDiscovery funding; and
- Cyber funding

Role of the Deputy Administrator: Make final decisions on funding

Date for meeting: At today's meeting it was agreed that this meeting needs to happen on Wednesday January 19th

Is the meeting urgent? Needs to take place before the end of the current administration.

EPA Staff (Required):

- Ann Dunkin, EPA CIO (required)
- David Bloom, Acting OCFO AA (required)
- Steve Fine (highly desirable)
- Sean Kelley (new to EPA may not have email address yet, if so I will

January 18, 2017 Continued

Wednesday

forward)

- Robert McKinney
- Rebecca Moser
- Ronald Thompson
- Donna Vizian (optional)
- Ron Curry (optional)

Teleconference Required?: Yes (for Ron Curry, R6 and Steve Fine who will be out of the office)

Point of Contact for the Meeting: Lisa Jones-Parra, (b) (6) (b) (6)

3:00 PM - 4:00 PM

Farewell for John Cruden -- Great Hall of the US Department of Justice

3:00 PM - 4:00 PM

Puget Sound Task Force -- Please call (b) (6) code (b) (6)
All,

By Tuesday morning, we expect the chairs (NOAA and EPA) of the regional Puget Sound Task Force to forward to us the interim draft Action Plan developed by your regional staff.

CEQ will forward a copy to the group on this calendar invite, if you haven't already received it directly from staff.

The purpose of this meeting of the national Task Force is to get your concurrence on accepting the interim draft plan, which we will then convey back to regional staff. Per the Memorandum of Understanding <<https://www.epa.gov/sites/production/files/2016-11/documents/puget-sound-federal-task-force-mou-2016.pdf>>, agencies and the Task Force will continue to work on any necessary revisions to the plan before it is finalized in June 1, 2017.

We know everyone is scrambling in these last days. If you cannot attend, please have someone else from your agency join the call who can provide your agreement/dissent with acceptance of the interim draft.

Thank you! Tim

Please feel free to call if you have questions (cell: (b) (6) desk: (b) (6)

-----Original Message-----

From: Goldfuss, Christina W. EOP/CEQ

Sent: Friday, January 6, 2017 1:52 PM

To: (b) (6)

(b) (6)

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(b) (6)

(b) (6)

Cc: (b) (6)

(b) (6)

(b) (6)

Wednesday

17

January 18, 2017 Continued

Wednesday

I am reaching out to schedule a call on January 18, to be chaired by Christy Goldfuss. Please let me know if there is a time between 2:00pm-4:00pm EST (11:00am-1:00pm PT) on Jan. 18 that would work for you. Once we settle on a time that works for the majority, I'll send around a calendar invite with a call-in number.

Best,

Rachel

Rachel Mulbry

Executive Assistant to the Managing Director

Council on Environmental Quality

Executive Office of the President

(b) (6) (direct)

January 20, 2017

Friday

All Day

Inauguration Day

January 25, 2017

Wednesday

3:30 PM - 4:15 PM

Meeting RE: OP General Discussion -- Administrator's Office

******Please DO NOT forward this calendar invitation. You may "Accept" or "Decline" the invitation but DO NOT respond with questions or concerns. If you do have any questions or concerns about this invitation please contact the Scheduling Office at (b) (6) . ******

SCt: Liel Azoolin

January 25, 2017 Continued

Wednesday

Ct: Jacqueline Poole-(b) (6)

Staff:

Deputy Meiburg, Matt Fritz (OA)

Laura Vaught, Kevin Rennert (OP)